

SECRET  
Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120043-7 SD 103.4  
REPORTS INVENTORY

CONTROL NO.  
01/SD/ 6

25X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Records Report

2. TYPE  
OF  
REPORT

☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not  
number of copies) 1

7. FORMAT (memorandum, form  
computer print-out, etc)

Form

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DDS/SSS/RAB

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

Branches

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

4

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-8	5.60	1/2	2.80	1	2.80
GS-15	12.10	1/2	6.05	1	6.05

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$8.85

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is required in carrying on the continuing Agency program to  
reduce record holdings.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☒ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

1

INFORMATION

18. EXTENSION

28 September 1970

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FORM 142

Classification

(22-36-43)